

MICHIGAN DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN AND ADULT LICENSING
ADOPTION PLACEMENT REVIEW WORKSHEET

DATE	AGENCY	WORKER
NAME OF ADOPTED CHILD		CASE NUMBER

RULE	NA	COMPLI- ANCE		COMMENTS
		YES	NO	
R 400.12707 Orientation.				
Rule 707. An agency social service worker shall provide and document an orientation for the adoptive parents before they are determined suitable to parent an adopted child. The orientation shall include a review of all of the following areas:				
(a) Program statement, policies, and procedures.				
(b) Needs and characteristics of children available for adoption.				
(c) Legal process for adoption.				
(d) Services and resources available.				
(e) Fees and charges for services.				
R 400.12708 Evaluation				
Rule 708. An agency shall have on file a written adoption evaluation and agency recommendation as required under R 400.12605 and R 400.12606 before approving the adoptive parents for each adoptive placement and before referring a child to, or placing a child in, the home for purposes of adoption.				
R 400.12709 Placement.				
Rule 709. (3) An agency shall require a social service supervisor, or chief administrator if the placement is recommended by a social service supervisor, to approve or deny the recommendation for placement by the social service worker. The approval shall be documented in the record.				
R 400.12711 Supervision.				
Rule 711. (1) An agency shall provide post-placement supervision for the adoptive family at the adoptive parent's home as needed, but not less than once every 3 months, after the placement of a child and until the final order of adoption.				
(2) An agency shall assess and record the child's and adoptive family's adjustment and, where needed, shall include plans to assist the child or adoptive family.				
(3) An agency shall keep the adoptive parents informed of the results of the agency's continuing assessment of the placement at the conclusion of each visit.				
R 400.12713 Adoption placement record.				
Rule 713. (1) An agency shall permanently retain a case record for each adoptive child after adoptive placement.				
(2) The record shall contain all of the following:				
(a) Orientation documentation as required by R 400.12707.				
(b) Evaluation documentation as required by R 400.12708.				
(c) Placement documentation as required by R 400.12709.				
(d) Supervision documentation as required by R 400.12711.				